



**U.S. Department of  
Transportation**

Office of the Secretary  
of Transportation

# Memorandum

**INFORMATION:** First Parallel Test Non-FAA DOT –  
Subject: Pay Period 2005-04 Date: DEC 14 2004  
Patricia A. Prospero  
From: Patricia A. Prospero, Director Reply to  
Departmental Office of Human Resource Management Attn. of:  
To: Human Resource Directors (except FAA, SLSDC, and STB)

This is to advise you that we will conduct the first of two parallel tests for the Federal Personnel and Payroll System (FPPS) **January 31 through February 8, 2005**. The purpose of the parallel test is to compare data in the DOT systems with data in the National Business Center's (NBC) FPPS system to ensure that all employees will receive correct and timely pay after we convert in pay period 2005-09, beginning April 3, 2005. In addition, this is an opportunity to gain some experience in your new roles before we go live and to verify that you have the access to FPPS which you will need after we convert. After all transactions as well as time and attendance data have been completed, a payroll calculation will be performed within the FPPS. One hundred percent reconciliation will be performed, comparing the output from the DOT production systems to the FPPS results. At the same time, DOT will be testing all of the DOT systems that receive data from the FPPS and comparing their results to production. Please note that employees will *not* receive a leave and earning statement form NBC for this parallel test period, since employees will continue to be paid under the DOT system until we convert.

### **What Must I Do During the Parallel Test?**

During the parallel test we will be duplicating in the NBC's FPPS all personnel and payroll actions and time and attendance records processed in the DOT payroll and personnel systems for pay period 2005-04 (beginning January 23, 2005 and ending February 5, 2005). There will be NBC Human Resource (HR) staff on site at each operating administration (OA) to answer questions and suggest efficiencies during some part of the parallel test, and there will be a kick-off meeting for all DOT staff who will be participating in the transaction processing at 9:00 a.m. on February 1, 2005. This among other parallel test planning tasks has been conveyed to your OA's Subject Matter Experts (SME) and your Operational Readiness representative via the DOT/NBC Parallel Test HR Support Plan. In addition, NBC will have payroll experts supporting the new Payroll Liaison Office in Atlanta Georgia.

### **Timekeepers and Certifiers**

All T&A data entered into CASTLE for pay period 2005-04 will not only be used in production but will be transmitted as a file by Oklahoma City staff to the NBC for input to the FPPS. No duplicate entry will need to be made. However, all T&As must be entered and approved by 2:00 p.m. Central Time in IPSS beginning February 8, 2005, until FPPS migration.

### **Personnel Action Processors**

All SF-52s (Requests for Personnel Actions) with effective dates in pay period 2005-04 must be submitted as usual for input into CPMIS and CUPS. Also, all non-SF50 transactions must be processed, such as health benefits, tours, and allowances. ***In addition, you must enter all the same information into FPPS, during the input period, beginning February 1 through February 8, 2005.***

It is important that the exact same data, no more and no less, must be processed in both the DOT and FPPS systems for pay period 2005-04 in order for this parallel test to work successfully. The exception to this will be that you should not submit any retroactive or future actions into FPPS during pay period 2005-04. We will only process transactions into FPPS with an effective date within the current pay period 2005-04.

Also, you will need to wait until the input period 2005-04 to input transactions into FPPS. No transactions will be allowed to be input prior to February 1, 2005. So, to ease the burden of duplicate processing for the parallel test pay period 2005-04, you should attempt to process the bulk of the DOT transactions during the first week of the pay period, January 24 through January 29, 2005.

Processing actions in FPPS during the parallel test will be very much like how you will process actions after we convert. Therefore, this parallel test will provide you with valuable experience as well as being an extremely valuable test of the data. Because of the duplication of work during the parallel test and because it is critical that the same data be entered into both systems, we will provide your Operational Readiness representative a log for your use in tracking that the same data is entered.

### **How Do I Know If I Should Be Participating In the Parallel Test?**

This is one of the critical timeframes when it is extremely important to have staff members at work to perform the functions of the following roles:

- ***Servicing Personnel Office (SPO)*** – The staff responsible for input of HR and some payroll transactions into the FPPS have already been identified and notified. The number of staff per OA is documented in the DOT/NBC Parallel Test HR Support Plan.
- ***Payroll Liaison Staff (PLS) Office, Atlanta, Georgia*** – The staff responsible for input of any changes to employee records that are payroll in nature, such as tax, address, deduction, changes as well as alternative work schedule (AWS) changes, union deduction revocations, and leave share. For new accessions, taxes and addresses will normally be handled within the HR office. If DOT customers call the PLS for help, the PLS will refer them to the appropriate help desk. The Business Processes, including the document flow, for the PLS are under development and will be provided under separate cover.

### **How Can I Get Help If I Need It?**

During the parallel test period we will have additional NBC experts to assist you at your HR and PLS offices. In addition, there will be a central help desk at DOT headquarters where you

may either call or go in person for assistance. The Help Desk Procedures are being conveyed under separate issuance.

All of the training has been accomplished and thorough testing has been completed. The HR business processes have been developed. Thus, we are all expecting a very productive and successful parallel test. Your cooperation and participation is greatly appreciated.